

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Wellness Instructor

Class Code: 60339

A. Purpose:

Directs a program comprised of direct care staff providing leadership, training and treatment to assigned adjudicated juveniles, ensures maintenance of an environment designed to enhance the physical and psychological well being of juveniles, provides leadership and mentoring to staff and juveniles, and conducts curriculum development and assessment.

B. Distinguishing Feature:

The Senior Wellness Instructor is responsible for training, directing the activities of, and mentoring assigned direct care staff; training juveniles; developing and modifying curricula; and monitoring the effectiveness of STAR Academy program elements.

The Wellness Instructor provides continual guidance regarding personal habits, hygiene, discipline, daily living skills, cognitive responsibility, and acceptable personal behavior to ensure the attainment of positive and socially acceptable lifestyles by the juveniles. They are responsible for the day-to-day instruction and training of adjudicated juveniles in accordance with the operations memoranda and program of instruction; they provide training on wellness activities and life skills subjects; and they provide self-discipline, self-control, and individual responsibility instruction. Brady Academy Wellness Instructors also teach male juveniles self-discipline and team cohesiveness activities to promote group cohesiveness, compliance with authority and self-discipline.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides work direction.
 - c. Approves leave requests and time sheets.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance reviews and completes performance documents.
 - f. Creates work schedules to ensure 24-hour a day 7-day a week coverage.
2. Develops plans of instruction, lesson plans, training guidelines, and training schedules to ensure the juveniles are provided relevant and effective training by staff.
 - a. Updates training materials to ensure they remain current and relevant.
 - b. Ensures staff members are scheduled for each training period and assigns replacements or acts as the replacement during leaves and illnesses.
 - c. Evaluates and critiques program employees' instruction techniques.
3. Trains staff to ensure standardization of training, process execution, and motivation provided to juveniles.
 - a. Provides self-discipline, team cohesiveness activities and physical conditioning training.
 - b. Presents goal definition and establishment techniques and interview and problem area detection techniques training.
 - c. Presents behavior modification techniques training.
 - d. Provides information on behavior documentation and report preparation.
 - e. Ensures training provided by staff is properly planned, prepared and executed.

4. Establishes and enforces standard operating procedures for performance of training tasks by staff to promote compliance with operations memoranda and STAR Academy program guidelines.
 - a. Oversees conduct of daily personal, material, and dormitory searches and inspections.
 - b. Maintains a master training schedule outlining each day's training and work assignments and ensures that each work site is aware of the daily activities.
 - c. Checks with each assigned staff member to ensure the scheduled training and schooling are being conducted.
 - d. Oversees dormitory activity to ensure safety, security, and full compliance with operations memoranda and guidelines.
 - e. Observes life skills classes and recommends improvements and changes.
5. Serves on treatment teams designing treatment programs for juveniles to ensure the most effective methods of behavior modifications are utilized.
 - a. Conducts initial interviews of juveniles to determine psychological problems, family dysfunction, personality type, level of maturity, and willingness to accept treatment.
 - b. Reviews case histories, biographies, and other data pertaining to the juvenile in order to determine problems, their causes, and possible remedies.
6. Directs program activities and monitors the welfare of the juveniles to ensure that program objectives are met and safety is assured.
 - a. Approves all appointments and absences from training and schooling.
 - b. Maintains a roster of absentees that lists the time of departure, reason, and time of return.
 - c. Ensures that staff and juveniles are present at all scheduled activities unless excused.
 - d. Coordinates transportation for juveniles participating in off-site activities and going to medical appointments.
 - e. Provides first aid treatment for minor injuries and dispenses prescribed medications.
 - f. Ensures program's participants are not physically or emotionally abused or neglected.
 - g. Conducts internal grievance procedure investigations.
 - h. Oversees and critiques exercise sessions to ensure safety and effectiveness of the exercises.
 - i. Designs fitness programs.
 - j. Develops physical training evaluation systems.
 - k. Reviews reports prepared by staff.
7. Conducts meetings with staff to discuss the progress of each juvenile.
 - a. Gives direction on how to handle behavioral problems and incidents of non-compliance.
 - b. Ensures consistency and effectiveness of treatment being provided.
8. Prepares monthly progress reports on assigned juveniles to ensure parents, judges, and juvenile corrections agents are kept informed of each juvenile's progress, deficiencies, and revised training program.
9. Organizes and leads staff members in the search for juveniles who are absent without leave to ensure the safety of the juveniles and their timely return to the program.
10. Performs other work as assigned.

D. Reporting Relationships:

The Senior Wellness Instructor supervises assigned staff to include, but not limited to Youth Supervisors, Youth Counselors, and Wellness Instructors. The Senior Wellness Instructor also supervises adjudicated juveniles. The Senior Wellness Instructor reports to the Program Manager

who is responsible for supervising the operation of the particular program.

E. Challenges and Problems:

Challenged to create, maintain, and revise training materials and program elements that will result in long term positive effects on the juveniles and improve their chances for success after program completion. This is difficult because many of the juveniles are chronic offenders and not easily influenced or changed. Another challenge is ensuring that the staff remains motivated to provide the juveniles with effective behavior modification training. This may be difficult because not all of the juveniles will successfully complete the program nor will all of those who graduate stay out of trouble.

Typical problems include determining when to recommend that a juvenile be removed from the program for failure to maintain or reach an acceptable level of performance. Another problem is effectively evaluating the curriculum, determining what needs to be improved or updated, and finding the time to do it.

F. Decision-making Authority:

Decides the assignment of juveniles to appropriate staff and if a juvenile will be placed back to an earlier portion of the training for poor performance or attitude. Decides whether or not to approve emergency leave for the juveniles; approves changes in training schedules; decides the training budget requests to submit, and recommends juveniles for graduation.

Decisions referred to a supervisor include final dismissal actions for a juvenile, approval of graduation, final approval of the curriculum, and final budget submissions.

G. Contact with Others:

Daily contact with staff, treatment directors, other senior wellness instructors and juveniles for program development and execution, training, inspection, and mentoring; weekly contact with on campus teachers, medical and mental health staff, and youth counselors to assess assigned juvenile's progress; with members of the community to explain program goals and to coordinate work projects; monthly contact with juvenile corrections agents, psychologists, educators, Social workers and other aftercare workers to discuss the juveniles' progress and needs.

H. Working Conditions:

Works in dormitories, classrooms, offices and outside at work sites in changing terrain and climatic conditions. The incumbent is subject to the possibility of injury due to confrontations with juveniles or visits to a variety of work sites. Position may be located either at the male West Campus or female East Campus.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the operational concepts of a wellness program for adjudicated juveniles;
- juvenile physical and psychological needs and basic human behavior;
- effective methods of supervision;
- curriculum development techniques;
- appropriate health protocol for juveniles;
- effective methods of motivation;
- principles and procedures of juvenile custody.

Ability to:

- observe, understand and document basic human behavior;
- supervise;
- effectively plan, organize, and present instruction and train others to do the same;
- present appropriate behaviors, tasks, and/or skills to academy attendees;
- perform, teach, conduct and evaluate self-discipline and team cohesiveness activities;
- make effective decisions in emergencies;
- perform CPR and administer first aid;
- perform Non-Violent Crisis Intervention (NCI) techniques or other approved restraints;
- obtain a Medication Administration Program Certificate within 6 months of hire date to retain employment;
- administer medications.